



Standard Specification for Evaluation and Selection of Food and Beverage for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences¹

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INTRODUCTION

This specification offers a way to address environmental sustainability in the meeting and event industry. It is a tool for event planners and suppliers to understand the attributes of an environmentally sustainable event. The goal in developing this specification is to establish common benchmarks for environmental performance in events for both planner and supplier sectors. This specification considers the creation of an environmentally sustainable event to be a partnership between planners and their suppliers. Each plays a critical role in the effort.

In this specification, options are addressed for minimizing the environmental impact of face-to-face events. The approach of this specification is to focus on measurable outcomes and policies for planners and suppliers. This maximizes the ability of businesses to select the methods best tailored to their needs to achieve benchmarks and measurable outcomes.

1. Scope

1.1 This specification delineates procedural requirements for the evaluation and selection of food and beverage for meetings, events, trade shows, and conferences (hereafter, referred to as *events*). Food and beverage evaluation and selection is the practice of specifying, selecting, and procuring, food, beverage, and non-consumable food- or beverage-related items. This specification includes all aspects of waste management, energy and water related practices, and associated training related to provision of food and beverage. Equipment required in the preparation and service of food and beverage is included in this specification.

1.2 This specification includes all food and beverage services provided onsite by catering, restaurants and concessions, as well as offsite food and beverage services which may be specified by a planner. This specification does not extensively address the attributes of the larger building in which the food and beverage supplier may be located. It does not include sanitizing cleaning practices specific to food preparation areas as requirements vary locally.

1.3 There are nine specifications covering the following areas of event planning: destination selection,

accommodations, food and beverage, audio visual, onsite offices, communication and marketing materials, transportation, exhibits, and venues. Within each specification are eight categories' criteria: staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners. Each category is further split into four progressive levels of achievement. Information within each specification is divided as follows: Main Body—Scope, Referenced Documents, Terminology, Planner Requirements for Level 1, Supplier Requirements for Level 1, and Keywords; Annexes—Planner Requirements for Levels 2 – 4 and Supplier Requirements for Levels 2 – 4.

1.4 All areas of performance under this specification may not be relevant for each event or for each facility or provider of event services. In some cases, an event planner would use this specification in conjunction with other specifications (for example, Specifications E2774, E2743) or this specification may be used individually. In other words, elements of an event may be separated and considered solely or added together and considered as a unit (for example, venues used individually versus transportation, accommodations, and destination selection used in conjunction). Furthermore, this specification applies separately to each supplier for an event. This means that if multiple suppliers are used within the context of a single specification, each supplier shall individually meet the supplier requirements. To be considered an environmentally sustainable event at Level 1, all areas applicable to that event shall be achieved.

¹ This specification is under the jurisdiction of ASTM Committee E60 on Sustainability and is the direct responsibility of Subcommittee E60.02 on Hospitality.

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1.5 If higher levels are achieved in some sections, the event can only be considered environmentally sustainable at the lowest level achieved. The use of levels within this specification recognizes that the path to environmentally sustainable events is a multistage effort. The idea behind the levels is to provide a coherent baseline for measuring environmental performance, to be flexible enough to adapt to the needs of planners with more comprehensive environmental goals and to establish a performance path that encourages further environmental performance improvement. In addition, the evolution of products and services to support events is expected allowing additional advancements and underscoring the dynamic nature of environmental sustainability. This specification primarily focuses on environmental sustainability, while some aspects of economic and social sustainability are included recognizing the complete path toward overall sustainability.

1.6 The values stated in inch-pound units are to be regarded as standard. No other units of measurement are included in this standard.

1.7 *This standard does not purport to address all of the safety concerns, if any, associated with its use. It is the responsibility of the user of this standard to establish appropriate safety and health practices and determine the applicability of regulatory limitations prior to use.*

2. Referenced Documents

2.1 ASTM Standards:²

E2114 Terminology for Sustainability Relative to the Performance of Buildings

E2743 Specification for Evaluation and Selection of Transportation for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

E2774 Specification for Evaluation and Selection of Venues for Environmentally Sustainable Meetings, Events, Trade Shows, and Conferences

2.2 Federal Statutes:³

FSRIA Section 9001 Farm Security and Rural Investment Act of 2002

Organic Foods Production Act of 1990

U.S. Code of Federal Regulations Title 7, Part 205

U.S. Public Law 101-624 Title XVI, Subtitle A, Section 1683

2.3 BSI Standards:⁴

BS 8901 Specification for a Sustainability Management System for Events

2.4 ISO Documents:⁵

ISO 14001 Environmental Management

ISO 20120 Event Sustainability Management Systems

² For referenced ASTM standards, visit the ASTM website, www.astm.org, or contact ASTM Customer Service at service@astm.org. For *Annual Book of ASTM Standards* volume information, refer to the standard's Document Summary page on the ASTM website.

³ Available from U.S. Government Printing Office Superintendent of Documents, 732 N. Capitol St., NW, Mail Stop: SDE, Washington, DC 20401, <http://www.access.gpo.gov>.

⁴ Available from British Standards Institution (BSI), 389 Chiswick High Rd., London W4 4AL, U.K., <http://www.bsigroup.com>.

⁵ Available from International Organization for Standardization (ISO), 1, ch. de la Voie-Creuse, CP 56, CH-1211 Geneva 20, Switzerland, <http://www.iso.org>.

2.5 USGBC Documents:⁶

LEED Leadership in Energy and Environmental Design

3. Terminology

3.1 Definitions:

3.1.1 *antibiotic free, adj*—animals that are not given antibiotics at any point of their life; some define as no “unnecessary antibiotics.”

3.1.1.1 *Discussion*—The USDA regards this term as “unapprovable” for use on meat products, although it can be used in the labeling of dairy products. Because its definition is not clear, the label “antibiotic free” is not verified by anyone except the manufacturer or marketer. The meaning of the label is consistent in that it applies to dairy products but not to meat.

3.1.2 *biobased, adj*—a product determined by USDA to be a commercial or industrial product (other than food or feed) that is composed, in whole or in significant part, of biological products or renewable domestic agricultural materials (including plant, animal, and marine materials) or forestry materials.

FSRIA Section 9001

3.1.3 *biodegradable, adj*—capable of decomposing under natural conditions into elements found in nature. **E2114**

3.1.4 *cage free, adj*—birds not confined to cages.

3.1.4.1 *Discussion*—Generally, this means that the birds live on the floor of a large barn. Birds may have access to the outside.

3.1.5 *compost, n*—the stable humus material that is produced from a composting process. **E2114**

3.1.6 *compostable, adj*—capable of undergoing biological decomposition in a compost site as part of an available program where facilities exist, such that the material breaks down into carbon dioxide, water, inorganic compounds, and biomass, at a rate appropriate for such program.

3.1.7 *corporate social responsibility (CSR), n*—a policy that functions as self-regulating mechanism whereby the organization monitors and ensures its support of legal and ethical standards, and international norms addressing activities affecting the environment, consumers, employees, communities, stakeholders, and all other members of the public sphere.

3.1.7.1 *Discussion*—CSR is the deliberate inclusion of public interest into corporate decision-making and the honoring of the ‘triple bottom line:’ people, planet, and profit. Also known as corporate responsibility, corporate citizenship, responsible business, sustainable responsible business (SRB), or corporate social performance, is a form of corporate self-regulation integrated into a business model.

3.1.8 *diversion rate, n*—the rate or percentage of waste materials diverted from traditional disposal such as landfills or incineration to be recycled, composted, or reused.

3.1.9 *environmentally preferable products, n*—products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

⁶ Available from U.S. Green Building Council (USGBC), 2101 L Street, NW, Suite 500, Washington, DC 20037, <http://www.usgbc.org>.

3.1.9.1 *Discussion*—This comparison applies to raw materials, manufacturing, packaging, distribution, use, reuse, operation, maintenance, and disposal. These products may possess biodegradable, organic, reusable, recycled, or recyclable attributes.

3.1.10 *environmentally sustainable, adj*—environmental focus on components, functions and systems that meets the needs of the present without compromising the ability of future generations to meet their own needs.

3.1.11 *fair trade, adj*—fair trade principles include the following:

- (a) Fair prices,
- (b) Fair labor conditions,
- (c) Direct trade,
- (d) Democratic and transparent organizations,
- (e) Community development, and
- (f) Environmental sustainability.

3.1.11.1 *Discussion*—Fair trade certification empowers farmers and farm workers to lift themselves out of poverty by investing in their farms and communities, protecting the environment, and developing the business skills necessary to compete in the global marketplace.

3.1.12 *FOG, n*—acronym for animal and vegetable fats, oils, and grease; which are natural by-products of the cooking and food preparation process.

3.1.13 *free range, adj*—birds (poultry) that have had access to the outdoors for “an undetermined period each day.” **USDA**⁷

3.1.13.1 *Discussion*—There is no standard definition for “free range” as applied to eggs or beef.

3.1.14 *full-service operations, n*—facilities which provide food and service to customers at tables, counters, or booths.

3.1.15 *grass-fed, n*—meat from ruminant animals, including cows and lamb, which were raised on a lifetime diet of 100 % grass and forage (with the exception of milk consumed prior to weaning), including legumes and cereal grain crops; and which have access to pasture during most of the growing season. **USDA**⁷

3.1.15.1 *Discussion*—Since USDA-verification is voluntary only products with the “USDA Process Verified” shield, along with the claim, “U.S. Grass-fed,” have been verified by the USDA. This specification does not exclude the use of antibiotics and hormones, which are covered under separate standards.

3.1.16 *local, adj*—relating to or applicable to a city or town or district rather than a larger area.

3.1.16.1 *Discussion*—The exact distance for purposes of sourcing goods (including food and beverage), services, and personnel will be determined by the planner or supplier, or both, and be based upon the event location adjusting for location size and season. No standard definition exists to define local, inherent in this practice is the philosophy to use sources geographically proximate to the event and be practical given wide dispersion of services and products across geographic

areas. For the purposes of this specification, local food is defined as within 250 miles.

3.1.17 *no-idling policy, n*—a written statement that sets limits on the maximum idling time for engines or motors of all vehicles.

3.1.18 *planner, n*—person whose job it is to oversee and arrange every aspect of an event; an employee or hired ad hoc by large companies, professional associations, or trade associations to plan, organize, implement, and control events, conventions, and other events.

3.1.18.1 *Discussion*—Planners may include professionals who work for government, association, corporate, or independent agencies. The planner is the buyer of event services.

3.1.19 *post-consumer, adj*—refers to materials that are reclaimed from products that have already served their intended end-use as consumer items.

3.1.19.1 *Discussion*—Waste from industrial processes are not considered post-consumer. Post-consumer materials are a subset of recovered materials.

3.1.20 *pre-consumer material, adj*—refers to material that are reclaimed from manufacturing and other industrial processes and products which have not served their intended end-use as a consumer item. **E2114**

3.1.20.1 *Discussion*—Pre-consumer materials include: culls, trimmed materials, print overruns, overissue publications, and obsolete inventories.

3.1.21 *recovered materials, n*—waste material and by-products which have been recovered or diverted from the waste stream, but such term does not include those materials and by-products generated from, and commonly used within, an original manufacturer process. **E2114**

3.1.22 *recycle, v*—recovering or reprocessing materials for use in the form of raw materials in the manufacture of new products other than fuel for producing heat or power by combustion. **E2114**

3.1.22.1 *Discussion*—The use of the word recycle used in this specification applies to planners and their suppliers which provide event products and services. Recycling, as defined, does not extend to the activities of the suppliers’ vendors or suppliers.

3.1.23 *recycled content products, n*—products that contain pre-consumer or post-consumer materials as all or part of their feedstock. **E2114**

3.1.23.1 *Discussion*—Recycled-content products may contain some pre-consumer waste, some post-consumer waste or both. A product does not have to contain 100 % recovered materials to be considered “recycled,” but clearly the higher the percentage of recycled content, the greater the amount of waste that is diverted from disposal.

3.1.24 *request for proposal (RFP), n*—an invitation for suppliers, often through a bidding process, to submit a proposal on a specific commodity or service.

3.1.25 *seasonal food, n*—food which can be grown in the bio-region or eco-region in which it served at the time it is available, without use of greenhouses which use added heat or light.

⁷ Available from U.S. Department of Agriculture (USDA), 1400 Independence Ave., S.W., Washington, DC 20250, <http://www.usda.gov>.

3.1.26 *shade grown, adj*—coffee grown under a canopy of a minimum height, with a minimum percentage of shade cover, and a minimum average number of species of shade trees per unit of area (also known as “bird-friendly”).

3.1.26.1 *Discussion*—Current certifications which include shade grown are Rainforest Alliance and Bird Friendly.

3.1.27 *stakeholder, n*—individuals, organizations or other entities that directly affect or are directly affected by the planning and execution of a specific event.

3.1.27.1 *Discussion*—Stakeholders in the event industry include but are not limited to: event organizer, event planner, surrounding community, convention and visitors bureau, labor unions, news media, government, attendees, hotels, airlines, maintenance personnel, material handlers, local transportation companies and warehouses, florists, photographers, security companies, medical facilities, registration companies, restaurants, gas stations, recycling facilities, utility companies, caterers, audio visual providers, printers, ad specialty brokers, laundries, grocery stores, farmers, fisheries, fisherman, pharmacies, and bakeries.

3.1.28 *sustainable agriculture, n*—an integrated system of plant and animal production practices having a site-specific application that will, over the long term, satisfy human food and fiber needs; enhance environmental quality and the natural resource base upon which the agricultural economy depends; make the most efficient use of nonrenewable resources and on-farm resources and integrate, where appropriate, natural biological cycles and controls; sustain the economic viability of farm operations; and enhance the quality of life for farmers and society as a whole. **U.S. Public Law 101-624**

3.1.29 *sustainable development, n*—development that meets the needs of the present without compromising the ability of future generations to meet their own needs. **E2114**

3.1.30 *sustainable food, n*—food which is produced with in a way that is healthy for consumers and animals, does not harm the environment, is humane for workers, respects animals, provides a fair wage to the farmer, and supports and enhances rural communities.

3.1.30.1 *Discussion*—For purposes of this specification, sustainable food includes food which is:

(a) Protected Harvest Certified, Food Alliance Certified, Rainforest Alliance Certified, Bird Friendly, shade grown, and certified biodynamic;

(b) Animal based products labeled as: Raised Without Antibiotics/No Antibiotics Administered, Certified Humane Raised and Handled, Animal Welfare Approved, American Humane Certified, raised without antibiotics that cause antibiotic resistance in humans, raised without added hormones/no hormones added, grass-fed, free range, and cage free;

(c) Seafood identified as sustainable by the following organizations or certifications: Salmon Safe, Marine Stewardship Council, Friend of the Sea, Monterey Bay Seafood Watch, Shedd Aquarium, Ocean Friendly, and Aquaculture Certification Council;

(d) Socially responsibly produced food include: Directly Purchased, Fair Trade Certified, Rainforest Alliance

Certified, and Food Alliance Certified;

(e) And includes food which meets other recognized, second-party, or third-party certified standards for socially responsible products, environmentally preferable, or sustainability standards.

3.1.31 *sustainable products, n*—products, which, in addition to environmental attributes, take into account social and economic impacts of the product.

3.1.32 *sustainability, n*—the maintenance of environmental, economic, and social components, functions, and systems for future generations. **E2114**

3.1.33 *USDA Organic, adj*—in the United States, organic production is a system that is managed in accordance with the Organic Foods Production Act of 1990 and regulations in the U.S. Code of Federal Regulations.

3.1.34 *vegan, n or adj*—food which excludes all forms of animal products including meat, fish and poultry, eggs, dairy, and their derivatives, such as gelatin and whey.

3.1.35 *vegetarian, n or adj*—food which excludes meat, poultry, game, fish, shellfish or crustacean, or slaughter by-products.

3.1.36 *waste, n*—discarded residue for disposal or recovery.

4. Level 1 Requirements

4.1 *Planner Performance Requirements:*

4.1.1 *Staff Management Policy:*

4.1.1.1 The planner shall have a written environmental sustainability policy for its organization, available for stakeholder review, documenting a vision, objectives, and goals for sustainability that addresses all the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners).

4.1.1.2 The planner shall have written environmental objectives and performance criteria related to food and beverage service at the specific event that address all the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners) related to the specific event and include these objectives in the RFPs.

4.1.1.3 The planner shall hold one or more staff members accountable to implement the environmental sustainability initiatives related to the food and beverage components of the event.

4.1.2 *Communications:*

4.1.2.1 The planner shall maintain records of all environmental efforts, and shall make those records available to stakeholders and for reference for planning future events.

4.1.2.2 The planner shall ensure all appropriate personnel are made aware of, and can communicate effectively, the environmental policy of both the planner and supplier.

4.1.2.3 The planner shall request and receive a copy of the facility waste reduction, energy and water conservation plans in their contract/agreement.

4.1.2.4 The planner shall include the organization’s and supplier’s sustainability or environmental policy, or both, in its

ongoing communications with clients, through all appropriate means, where applicable.

4.1.3 *Waste Management:*

4.1.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to meet a minimum of supplier Level 1 waste management practices and environmental performance outcome measures as defined within this specification and shall require suppliers to assist the planner in reducing the amount of waste created and increasing the amount of waste diverted.

4.1.3.2 The planner shall require in their RFP/contract/agreement that no bottled water be served.

4.1.3.3 The planner shall require in their RFP/contract/agreement that condiments are only served in bulk containers.

4.1.3.4 The planner shall request in their RFP/contract/agreement that food waste be composted.

4.1.3.5 The planner shall require in their RFP/contract/agreement that FOG be captured and be recycled.

4.1.3.6 The planner shall require in their RFP/contract/agreement that there is a recycling program and that recycling bins are provided in both front and back of the house.

4.1.3.7 The planner shall require in their RFP/contract/agreement that no non-biodegradable expanded polystyrene be used.

4.1.3.8 The planner shall provide additional resource collection stations in locations where food is served, if necessary, for the specific event.

4.1.3.9 The planner shall have waste reduction practices in place that assist the supplier in reducing the amount of waste created and increasing the amount of waste diverted.

4.1.4 *Energy:*

4.1.4.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers meet a minimum of supplier Level 1 energy management practices and environmental performance outcomes as defined within this specification and requiring supplier to assist the planning team in implementing energy efficient practices.

4.1.4.2 The planner shall request in their contract/agreement that energy-efficient equipment be provided when equipment is brought in for the event.

4.1.4.3 The planner shall have energy efficiency practices in place that assist the supplier in event their energy reduction goals.

4.1.5 *Air Quality:*

4.1.5.1 The planner shall include a clause in the RFP and the contract for supplier's services requiring suppliers to meet a minimum of supplier Level 1 air quality practices and environmental performance outcome measures as defined within this specification.

4.1.5.2 The planner shall ensure that all applicable employees and vendors are made aware of the venue's no-idling rules and ensure that no idling occurs other than as specified in this specification.

4.1.5.3 The planner shall have air quality practices in place that assist the supplier in event their air quality goals as defined in this practice, as applicable.

4.1.6 *Water:*

4.1.6.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to meet a minimum of supplier Level 1 water management practices and environmental performance outcome measures as defined within this specification.

4.1.6.2 The planner shall have water use practices in place that assist the supplier in event their water use reduction and quality goals as defined in this specification, as applicable.

4.1.7 *Procurement:*

4.1.7.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring suppliers to meet a minimum of supplier Level 1 procurement practices and environmental performance outcome measures as defined within this specification.

4.1.7.2 The planner shall state in the RFP and the contract for the supplier's services the requirement to source a minimum of 25 % of total foods that are local, organic, or sustainable, or any combination thereof, for onsite events.

4.1.7.3 The planner shall state in the RFP and the contract for the supplier's services the requirement to source a minimum of 25 % of total foods that are local, organic, or sustainable, or any combination thereof, for offsite events.

4.1.7.4 The planner shall require in the RFP and the contract for the supplier's services that all seafood is sustainable for onsite and offsite events.

4.1.7.5 The planner shall require in the RFP and the contract for the supplier's services that all coffee for onsite events is a certified organic, Bird Friendly, Rainforest Alliance, Fair Trade Certified, or other certified shade-grown or bird-friendly product.

4.1.7.6 The planner shall require in the RFP and the contract for the supplier's services that all coffee for offsite events is a certified organic, Bird Friendly, Rainforest Alliance, Fair Trade Certified, or other certified shade-grown or bird-friendly product.

4.1.7.7 The planner shall require in the RFP and the contract for the supplier's services that the supplier provide vegetarian or vegan entrée options are available at all times food is served.

4.1.7.8 The planner shall require in the RFP and the contract for the supplier's services that full-service operations such as those serving plated meals provide reusable utensils, napkins, table coverings, serving ware, plates, bowls, and cups at all meals and breaks.

4.1.7.9 The planner shall require in the RFP and the contract for the supplier's services that carry-out/concession packaging be one or more of the following:

- (1) Recyclable,
- (2) Made with recycled content,
- (3) Compostable/biodegradable/bio-based, or
- (4) Chlorine bleach-free.

4.1.7.10 The planner shall require in the RFP and the contract for the supplier's services that garnishes, centerpieces, and decorations be provided that can be eaten, donated, recycled, reused, planted, or composted.

4.1.7.11 The planner shall request that paper menus and printed material be made with recycled content and printed with inks containing bio-derived renewable content and noted as such.

4.1.8 *Community Partners:*

4.1.8.1 The planner shall require in the RFP and the contract for the supplier's services that the supplier donate leftover food to the local community or nonprofit organizations to the extent allowable by local health codes.

4.2 *Supplier Performance Requirements:*

4.2.1 *Staff Management Policy:*

4.2.1.1 The supplier shall have a written environmental sustainability policy, available for stakeholder review, for its organization documenting a vision, objectives and goals for sustainability that address the applicable environmental characteristics as described in this specification (staff management policy, communications, waste management, energy, air quality, water, procurement, and community partners).

4.2.1.2 The supplier's sustainability policy shall have general manager or executive support as indicated by a signed statement.

4.2.1.3 The supplier shall designate one or more staff members to implement the supplier's sustainability initiatives.

4.2.1.4 The supplier shall, in collaboration with the planner, set defined environmental performance goals for the specific event, and provide to the planner a post-event report of the event's environmental achievements relative to the stated goals.

4.2.2 *Communications:*

4.2.2.1 The supplier shall communicate the planner's written environmental objectives and performance criteria to its staff.

4.2.2.2 The supplier shall communicate to the planner the supplier's sustainability policies and include the policy in the supplier's sales and marketing materials and event planning guidelines as appropriate.

4.2.2.3 The supplier shall make materials such as contracts, sales kits, banquet event orders, and event specification guides available electronically.

4.2.2.4 The supplier shall provide visible communication informing venue staff and visitors of practices in place to improve energy conservation, water conservation and waste management and promote sustainable food and beverages.

4.2.3 *Waste Management:*

4.2.3.1 The supplier shall create a waste diversion and disposal baseline, from twelve-months to five years, or all months of operation for suppliers less than twelve months using their own system or a third-party supported system, for all food and food-related waste. Total and reduced waste amounts shall be normalized by dollar sales, volume, or other means.

4.2.3.2 The supplier shall continue to track and record food and food-related waste diversion and disposal rates, using their own system or a third-party supported system. Amounts shall be normalized by dollar sales, volume, or other means.

4.2.3.3 The supplier shall conduct waste audits semiannually for all food and food-related waste to identify waste streams, and the supplier shall develop a plan for waste reduction and increased diversion.

4.2.3.4 The supplier shall achieve a minimum diversion rate of 50 % for the event or 30 % for the entire food service operation over the course of the year for food and food-related waste.

4.2.4 *Energy:*

4.2.4.1 The supplier shall establish a twelve-month energy performance baseline and track and record their energy use using their own system or third-party supported system, if the food and beverage operation is or can be metered separately. (Or all months of operation for facilities in operation less than one year.)

4.2.4.2 The supplier shall have a written energy reduction plan with specific goals and share the plan and results with the planner.

4.2.5 *Air Quality:*

4.2.5.1 The supplier shall prohibit smoking inside.

4.2.5.2 The supplier shall prohibit smoking within 20 feet of doors, windows, and open air intakes.

4.2.6 *Water:*

4.2.6.1 The supplier shall create a twelve-month baseline of water use, if the food and beverage operation is or can be metered separately (or for all months of operation for facilities in operation less than one year). Rates shall be normalized by dollar sales, volume or other means.

4.2.6.2 The supplier shall maintain a plan that can be shared with the planner and other stakeholders for annual water reduction with specific objectives and reduction metrics associated with each objective.

4.2.7 *Procurement:*

4.2.7.1 The supplier shall establish criteria for purchasing environmentally preferable products, which shall be outlined in a sustainable procurement policy. The criteria shall consider price and quality, environmental impact and ethics/reputation of the vendor.

4.2.7.2 The supplier shall purchase a minimum of 25 % of total food and beverage for onsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

4.2.7.3 The supplier shall purchase a minimum of 25 % of total food and beverage for offsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

4.2.7.4 The supplier shall use only sustainable seafood for onsite and offsite events.

4.2.7.5 The supplier shall purchase 100 % of coffee for onsite events which meets one or more following: certified organic, Bird Friendly, Rainforest Alliance, FairTrade Certified, or other certified shade grown or bird friendly.

4.2.7.6 The supplier shall purchase 100 % of coffee for offsite events which meet one or more following: certified organic, Bird Friendly, Rainforest Alliance, Fair Trade Certified, or other certified shade grown or bird friendly.

4.2.7.7 The supplier shall purchase a minimum of 10 % of beverages other than coffee for onsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

4.2.7.8 The supplier shall purchase a minimum of 10 % of beverages other than coffee for offsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

4.2.7.9 The supplier shall purchase a minimum of 10 % of prepared food and dry goods for onsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

4.2.7.10 The supplier shall purchase a minimum of 10 % of prepared food and dry goods for offsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

4.2.7.11 The supplier shall provide a minimum of 10 % of concession menus which are one or more following: organic, local, or sustainable, or any combination thereof.

4.2.7.12 The supplier shall purchase a minimum of 25 % of non-food items used in food service or food preparation which are environmentally preferable.

4.2.7.13 The supplier shall use of minimum of 50 % of green certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products with the exception of food safety/sanitation products required by health codes.

4.2.7.14 The supplier shall use carry-out/concession packaging that is one or more of the following: compostable/biodegradable/bio-based, recyclable, or made with recycled content.

4.2.7.15 The supplier shall use paper menus and printed material which are made with recycled content and printed with bio-derived renewable content ink, and noted as such.

4.2.7.16 The supplier shall use garnishes, centerpieces and decorations that can be eaten, donated, recycled, reused, planted, or composted.

4.2.7.17 The supplier shall ensure that vegetarian or vegan entrée options are available at all food functions.

4.2.7.18 The supplier shall provide utensils, napkins, table coverings, serving ware, plates, bowls, and cups that are reusable during all plated meals and breaks in all full-service operations.

4.2.7.19 The supplier shall provide drinking water in bulk dispensers or pitchers and shall not provide water in individual single-use plastic water bottles at any catered events.

4.2.7.20 The supplier shall make cups for tap water available upon request at all major concession stands.

4.2.8 *Community Partners:*

4.2.8.1 The supplier shall donate leftover food supplies to a local community or nonprofit organizations to the extent allowable local health codes.

5. Keywords

5.1 beverage; environmentally sustainable meetings; food; green events; green meetings; organic; sustainability; sustainable food

ANNEXES

(Mandatory Information)

A1. PLANNER LEVEL 2 – 4 REQUIREMENTS AND PERFORMANCE METRICS

A1.1 Scope and Usage

A1.1.1 To meet the specific level indicated, planners shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the planner shall meet all requirements for Level 1 and Level 2.

A1.2 Staff Management Policy

A1.2.1 *Level 2 Requirements:*

A1.2.1.1 The planner shall include the environmental objectives and performance criteria identified in Level 1 staff management policy in the contract with the supplier.

A1.2.2 *Level 3 Requirements:*

A1.2.2.1 Planner shall include a performance pay schedule in the contract linked to delivery of environmental objectives and performance criteria, as outlined in Level 1.

A1.2.3 *Level 4 Requirements:*

A1.2.3.1 No additional requirements.

A1.3 Communications

A1.3.1 *Level 2 Requirements:*

A1.3.1.1 The planner shall maintain and track measurable results of their environmental initiatives and resource use (for example, weight and type of both disposed and recycled materials) for the specific event, and where appropriate, track those of suppliers. The planner shall make this information available to stakeholders.

A1.3.2 *Level 3 Requirements:*

A1.3.2.1 No additional requirements.

A1.3.3 *Level 4 Requirements:*

A1.3.3.1 The planner shall document in external communication the material ways key stakeholders and attendees can support or add to the environmental sustainability initiatives.

A1.4 Waste Management

A1.4.1 *Level 2 Requirements:*

A1.4.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 waste management practices and environmental performance outcome measures as defined within this specification.

A1.4.1.2 If the supplier does not offer event-specific diversion reports, the planner shall develop a plan with the supplier to do so and provide the plan upon request.

A1.4.1.3 The planner shall track and communicate post-event diversion rates and waste reduction efforts per event to the client.

A1.4.2 Level 3 Requirements:

A1.4.2.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 3 waste management practices and environmental performance outcome measures as defined within this specification.

A1.4.3 Level 4 Requirements:

A1.4.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 4 waste management practices and environmental performance outcome measures as defined within this specification.

A1.5 Energy

A1.5.1 Level 2 Requirements:

A1.5.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 energy management practices and environmental performance outcome measures as defined within this specification.

A1.5.2 Level 3 Requirements:

A1.5.2.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 3 energy management practices and environmental performance outcome measures as defined within this specification.

A1.5.3 Level 4 Requirements:

A1.5.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 4 energy management practices and environmental performance outcome measures as defined within this specification.

A1.6 Air Quality

A1.6.1 Level 2 Requirements:

A1.6.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 air quality management practices and environmental performance outcome measures as defined within this specification.

A1.6.2 Level 3 Requirements:

A1.6.2.1 No additional requirements.

A1.6.3 Level 4 Requirements:

A1.6.3.1 No additional requirements.

A1.7 Water

A1.7.1 Level 2 Requirements:

A1.7.1.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 water management practices and environmental performance outcome measures as defined within this specification.

A1.7.1.2 The planner shall request in the RFP and the contract for the supplier's services that water-efficient equipment be provided if equipment is brought in for the event.

A1.7.2 Level 3 Requirements:

A1.7.2.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 3 water management practices and environmental performance outcome measures as defined within this specification.

A1.7.3 Level 4 Requirements:

A1.7.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 4 water management practices and environmental performance outcome measures as defined within this specification.

A1.8 Procurement

A1.8.1 Level 2 Requirements:

A1.8.1.1 The planner shall require in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 2 procurement practices and environmental performance outcome measures as defined within this specification.

A1.8.1.2 The planner shall require in the RFP and the contract for the supplier's services that suppliers source a minimum of 50 % of total foods that are local, organic, or sustainable, or any combination thereof, for onsite and offsite events.

A1.8.2 Level 3 Requirements:

A1.8.2.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 3 procurement practices and environmental performance outcome measures as defined within this specification.

A1.8.3 Level 4 Requirements:

A1.8.3.1 The planner shall include a clause in the RFP and the contract for the supplier's services requiring that suppliers meet a minimum of supplier Level 4 procurement practices and environmental performance outcome measures as defined within this specification.

A1.9 Community Partners

A1.9.1 Level 2 Requirements:

A1.9.1.1 No additional requirements.

A1.9.2 Level 3 Requirements:

A1.9.2.1 No additional requirements.

A1.9.3 Level 4 Requirements:

A1.9.3.1 No additional requirements.

A2. SUPPLIER LEVEL 2 – 4 REQUIREMENTS AND PERFORMANCE METRICS

A2.1 Scope and Usage

A2.1.1 To meet the specific level indicated, suppliers shall meet or exceed all specifications and performance metrics for the current level plus any previous levels. For example, to be Level 2, the supplier shall meet all requirements for Level 1 and Level 2.

A2.2 Staff Management Policy

A2.2.1 *Level 2 Requirements:*

A2.2.1.1 The supplier shall hire or recruit, or both, a minimum of 25 % from local labor sources when additional personnel are needed.

A2.2.1.2 The supplier's staff shall be assessed annually by the Sustainability Manager or Operations Manager on their implementation of the practices laid out in the sustainability policy. The supplier shall, upon request, provide the written process that is followed to perform this assessment.

A2.2.2 *Level 3 Requirements:*

A2.2.2.1 The supplier shall hire or recruit, or both, a minimum of 50 % from local labor sources when additional personnel are needed.

A2.2.2.2 The supplier shall train employees upon hiring, and every six months following, on the supplier's waste management policies and procedures, including FOG management.

A2.2.2.3 The supplier shall have a documented inventory management system that addresses proper food storage, portion control, food preparation, and food trimming practices.

A2.2.2.4 The supplier shall train employees in their inventory management system, as documented, upon hiring and a minimum of twice yearly, and at any time changes are made to the system.

A2.2.3 *Level 4 Requirements:*

A2.2.3.1 The supplier shall pursue or achieve third-party certification in support of environmental claims (for example, BS 8901, ISO 14001, ISO 20120, LEED).

A2.2.3.2 The supplier shall hire or recruit, or both, a minimum of 75 % from local labor sources for the food and beverage components when additional staff or volunteers, or both, are needed.

A2.3 Communications

A2.3.1 *Level 2 Requirements:*

A2.3.1.1 The supplier shall provide empirically verifiable documentation to support environmental claims, if requested.

A2.3.1.2 The supplier shall communicate its sustainability policy, objectives, and performance criteria to stakeholders, staff, and attendees.

A2.3.1.3 The supplier shall provide planners and other clients with a document detailing the facility's environmental policy and practices.

A2.3.2 *Level 3 Requirements:*

A2.3.2.1 The supplier shall accurately represent their appropriate environmental initiatives in external communications to key stakeholders.

A2.3.2.2 The supplier shall include in external communication the material ways key stakeholders and attendees can support or add to the sustainability efforts.

A2.3.2.3 The supplier shall build into standard operating procedures environmental feedback opportunities for working with planners, supply chain representatives, customers and employees on environmental efforts. The supplier shall make available for review details of how feedback is solicited and incorporated.

A2.3.3 *Level 4 Requirements:*

A2.3.3.1 No additional requirements.

A2.4 Waste Management

A2.4.1 *Level 2 Requirements:*

A2.4.1.1 The supplier shall achieve a minimum diversion rate 65 % for the event or 40 % for the entire food service operation over the course of the year for all food and food-related waste.

A2.4.1.2 Over the course of a year the supplier shall prevent or reduce non-food related waste by an additional 20 % over the previous year for all food and food-related waste. The supplier shall compare the most recent audit to the baseline audit/first audit taken. Total and reduced waste amounts shall be normalized by dollar sales, volume, or other means.

A2.4.1.3 The supplier shall calculate and communicate the event-specific waste diversion rate to the planner within 30 days of the completion of the event.

A2.4.2 *Level 3 Requirements:*

A2.4.2.1 The supplier shall achieve a minimum diversion rate of 75 % for the event or entire food service operation over the course of the year for all food and food-related waste.

A2.4.2.2 Over the course of a year, the supplier shall prevent or reduce non-food related waste by an additional 30 % over the baseline for food and food-related waste. Total and reduced waste amounts shall be normalized by dollar sales, volume, or other means.

A2.4.3 *Level 4 Requirements:*

A2.4.3.1 The supplier shall achieve a minimum diversion rate of 85 % for the event or entire food service operation over the course of the year for all food and food-related waste.

A2.4.3.2 Over the course of a year, the supplier shall prevent or reduce non-food related waste by an additional 40 % over the previous year for all food and food-related waste. Total and reduced waste amounts shall be normalized by dollar sales, volume, or other means.

A2.5 Energy

A2.5.1 *Level 2 Requirements:*

A2.5.1.1 The supplier shall establish a 10 % reduction in weather-normalized source energy use intensity over established baseline if the food and beverage operation is or can be metered separately.

A2.5.1.2 The supplier shall have a minimum of 25 % appliances which are Energy Star compliant or rated with an equivalent energy efficiency or energy efficient commercial food service appliance specification for eligible appliance categories.

A2.5.1.3 The supplier shall have energy efficiency procedures in places such as shut down schedules.

A2.5.2 Level 3 Requirements:

A2.5.2.1 The supplier shall establish a 20 % reduction in weather-normalized source energy use intensity over established baseline or if the food and beverage operation is or can be metered separately.

A2.5.2.2 The supplier shall have a minimum of 50 % appliances which are Energy Star compliant or rated with an equivalent energy efficiency or energy efficient commercial food service appliance specification for eligible appliance categories.

A2.5.3 Level 4 Requirements:

A2.5.3.1 The supplier shall establish a 30 % reduction in weather-normalized source energy use intensity over baseline or a 75 Energy Star rating if the food and beverage operations is or can be metered separately.

A2.5.3.2 The supplier shall have a minimum of 75 % appliances which are Energy Star compliant or rated with an equivalent energy efficiency or energy efficient commercial food service appliance specification for eligible appliance categories.

A2.6 Air Quality

A2.6.1 Level 2 Requirements:

A2.6.1.1 The supplier shall provide incentives for employees for using lower carbon-intensity transportation such as providing mass transit passes, or transit subsidies, showers for walkers and bicyclists, or preferred parking for hybrid or alternative-fuel vehicles.

A2.6.2 Level 3 Requirements:

A2.6.2.1 No additional requirements.

A2.6.3 Level 4 Requirements:

A2.6.3.1 No additional requirements.

A2.7 Water

A2.7.1 Level 2 Requirements:

A2.7.1.1 The supplier shall document an annual normalized reduction of 15 % water use intensity from an established baseline if the food and beverage operation is or can be metered separately.

A2.7.2 Level 3 Requirements:

A2.7.2.1 The supplier shall document an annual normalized reduction of 25 % water use intensity from an established baseline if the food and beverage operation is or can be metered separately.

A2.7.3 Level 4 Requirements:

A2.7.3.1 The supplier shall document an annual normalized reduction of 35 % water use intensity from an established baseline if the food and beverage operation is or can be metered separately.

A2.8 Procurement

A2.8.1 Level 2 Requirements:

A2.8.1.1 The supplier shall ensure that environmentally sustainable purchasing criteria have been communicated to and discussed with current suppliers who have been encouraged to adapt to meet the facility's environmental purchasing criteria.

A2.8.1.2 The supplier shall purchase a minimum of 45 % of total food and beverage for onsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.1.3 The supplier shall purchase a minimum of 45 % of total food and beverage for offsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.1.4 The supplier shall purchase a minimum of 20 % of beverages other than coffee for onsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.1.5 The supplier shall purchase a minimum of 20 % of beverages other than coffee for offsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.1.6 The supplier shall purchase a minimum of 20 % of prepared food and dry goods for onsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.1.7 The supplier shall purchase a minimum of 20 % of prepared food and dry goods offsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.1.8 The supplier shall purchase a minimum of 20 % of concession menus which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.1.9 The supplier shall increase percentage of bulk purchases by a minimum of 25 % over the past twelve months or bulk purchases shall constitute 25 % of total purchase.

A2.8.1.10 The supplier shall purchase a minimum of 50 % of non-food items used in food service or food preparation which are environmentally preferable.

A2.8.1.11 The supplier shall purchase a minimum of 50 % of laundry, cleaning, pesticides, and other chemicals in bulk packaging.

A2.8.1.12 The supplier shall use a minimum of 75 % of green certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products with the exception of food safety/sanitation products required by health codes.

A2.8.1.13 The supplier shall provide water in bulk dispensers or pitchers, which contain locally sourced (filtered or non-filtered) tap water or other locally sourced water for all catered events.

A2.8.2 Level 3 Requirements:

A2.8.2.1 The supplier shall purchase a minimum of 65 % of total food and beverage for onsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.2.2 The supplier shall purchase a minimum of 65 % of total food and beverage for offsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.2.3 The supplier shall purchase a minimum of 30 % of beverages other than coffee for onsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.2.4 The supplier shall purchase a minimum of 30 % of beverages other than coffee for offsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.2.5 The supplier shall purchase a minimum of 30 % of prepared food and dry goods for onsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.2.6 The supplier shall purchase a minimum of 30 % of prepared food and dry goods for offsite events which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.2.7 The supplier shall purchase a minimum of 30 % of concession menus which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.2.8 The supplier shall purchase a minimum of 75 % of non-food items used in food service or food preparation which are environmentally preferable.

A2.8.2.9 The supplier shall purchase a minimum of 75 % of laundry, cleaning, pesticides, and other chemicals in bulk packaging.

A2.8.2.10 The supplier shall have a written procurement/purchasing policy with sustainability requirement, including the tracking of food miles where possible, that is revised at least annually and on which the employees are trained.

A2.8.2.11 The supplier shall use a minimum of 90 % of green certified (for example, Green Seal, Eco-Logo, Design for the Environment, or comparable) cleaning products with the exception of food safety/sanitation products required by health codes.

A2.8.2.12 The supplier shall provide water in bulk dispensers or pitcher, which contain (filtered or non-filtered) tap water for all catered functions at the event.

A2.8.2.13 The supplier shall provide local filtered bottled water in biodegradable bottles for concessions when available, or the supplier shall make cups for tap water available upon request.

A2.8.3 *Level 4 Requirements:*

A2.8.3.1 The supplier shall purchase a minimum of 75 % of total food and beverage for onsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.3.2 The supplier shall purchase a minimum of 75 % of total food and beverage for offsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.3.3 The supplier shall purchase a minimum of 40 % of beverages other than coffee for onsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.3.4 The supplier shall purchase a minimum of 40 % of beverages other than coffee for offsite events which is one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.3.5 The supplier shall purchase a minimum of 40 % of prepared food and dry goods which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.3.6 The supplier shall purchase a minimum of 40 % of prepared food and dry goods which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.3.7 The supplier shall purchase a minimum of 40 % of concession menus which are one or more following: organic, local, or sustainable, or any combination thereof.

A2.8.3.8 The supplier shall purchase a minimum of 95 % of non-food items used in food service or food preparation which are environmentally preferable.

A2.8.3.9 The supplier shall purchase a minimum of 90 % of laundry, cleaning, pesticides, and other chemicals in bulk packaging.

A2.8.3.10 The supplier shall provide reusable carafes or bottles, or both, for purchase which can be re-filled with local filtered tap water for all major concession stands. Bottled water shall not be offered in concessions stands.

A2.9 **Community Partners**

A2.9.1 *Level 2 Requirements:*

A2.9.1.1 No additional requirements.

A2.9.2 *Level 3 Requirements:*

A2.9.2.1 No additional requirements.

A2.9.3 *Level 4 Requirements:*

A2.9.3.1 No additional requirements.

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